

Biweekly Staff Payroll Processing

Please run the **Payroll Register (Cost Center Register by EE)** for employees within the **PFX/PON/POU** Paygroups

You will receive an email from PeopleSoft Payroll Titled: *[Ps-local-payroll] Biweekly Calculation.*

The email informs users that the Biweekly Payroll for the current pay period ending has been calculated. The email will contain the Pay Run ID.

PeopleSoft Navigation:

Main Menu -> Harvard Reports -> Payroll Related -> Cost Center Register by EE

Enter Pay Run ID for specific pay period.

- This is a departmental report showing employee earnings detail, total gross, total net and chart of account information.
- Run and review this report on Tuesday mornings when the payroll opens (by 10am), to verify that payroll is correct for each employee in your department.
 - Verify hours and absences reported/approved are accurate and any other earnings for employees within your department(s).
- Contact your FAS Payroll Services Coordinator with any issues **by 10am.**
- Run and review this report again after the **Pay Calc Complete email** is received to review any changes that were completed the same day.
- Run and review this report a final time after the **Biweekly Confirmation email** is received.
 - This report will include Costing.
- Print, or securely save, and sign both the Calculation and Confirmation reports per FAS Payroll Key controls and University audit requirements (must be completed within 3 business days).

Helpful Resources:

- [Payroll Calendar](#)
- [FAS Timeline for Time and Absence Submission, Approval and Payroll Reports](#)
- [PeopleSoft: Time and Absence Reports](#)
- [FAS Procedures for Payroll Key Internal Controls](#)